
Part-time Museum Technician

Yellowstone Gateway Museum of Park County

Board approved 2-26-08

PARK COUNTY POSITION DESCRIPTION

I. POSITION IDENTIFICATION

Work Unit: Museum

Supervisor: Museum Director

Current Classification:

Pay Grade: \$12.00 hr. / 16 hours weekly – Part-time

Title: Museum Technician

Non-Exempt / Not eligible for benefits

II. ASSIGNED DUTIES AND TASKS

Position overview:

The purpose of this position is to provide part-time technical support in the operation of the Yellowstone Gateway Museum of Park County, Montana. This position is responsible for receiving and processing incoming collections, including accessioning and cataloging objects using the Past Perfect computer software program, cataloging existing museum objects and properly handling all objects. Employee will also assist researchers in their requests for information and access to the collection, and perform other seasonal and occasional duties as assigned. The incumbent operates under the supervision of the Museum Director and works with the Director on a daily basis. This is a part-time, permanent position.

Each duty listed below makes up at least 20% of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change

A. Catalog museum objects using the Past Perfect museum software program, following instructions in the YGM's Cataloger's Handbook and other applicable professional museum standards. Exhibit proficiency in the use and application of Chenhall's *Revised Nomenclature for Museum Cataloging* for historic objects; familiarity with archeological terms, state site numbers and other information needed to catalog archeological artifacts; and familiarity with the Hierarchical Classification Order for the cataloging of natural science specimens. Handle and mark museum objects in accordance with professional museum standards. Reconcile as far as possible past museum accession records with field-cataloged objects and records. Place cataloged objects on exhibit or into secure storage as directed and as appropriate. Make steady progress toward reducing the museum's backlog of un-cataloged museum objects. Review all cataloging performed by volunteers for accuracy and completeness.

B. Receive and process new objects that have been accepted for inclusion in the museum collection. Sources of such new accessions may include donations; bequests; field collections of legally acquired archeological, geological and paleontological specimens from within Park County, Montana; incoming loans; and purchases. Confer with the Director regarding any incoming objects that may present storage problems or safety concerns (such as very large or potentially hazardous objects), as well as any other concerns that arise. Prepare deeds of gift, donor letters and other accessions documentation for the museum's permanent accession files using approved museum-quality materials. Place objects awaiting

cataloging in appropriate, secure storage. Make steady progress toward documenting and following up on all of the museum's outstanding incoming and outgoing loans.

C. Assist researchers, students and members of the general public seeking access to, information about, or images from the museum collection. Respond to all requests for information, assistance or follow-up, whether by telephone, fax, e-mail or traditional mail, in a timely and courteous manner. Discuss controversial or potentially controversial requests and issues, outgoing loan requests, and any unusual situations or requests with the Director before proceeding.

D. Interact in a professional manner with colleagues, board members, volunteers, the public and other county employees. Work with board members, other museum staff and volunteers as needed to complete projects in the most expeditious and professional manner.

E. Generate reports as requested concerning work progress.

F. Meet regularly with Director to problem-solve and assess progress of assigned duties.

G. Comply with all applicable federal and state laws, codes and statutes; county resolutions, YGM policies and code of ethics; County Board directives; and the Code of Ethics of the American Association of Museums (AAM) and International Council of Museums (ICOM). Maintain a working knowledge of all international, federal and state laws pertaining specifically to museums, including the Native American Graves Protection and Repatriation Act (NAGPRA), and all county resolutions pertaining to the YGM. Abide by pertinent policies and procedures of Park County, as a county employee.

H. OTHER DUTIES AS ASSIGNED

III. KNOWLEDGE

Education and Experience

Bachelor's Degree in History, Anthropology, Museum Studies or related field is preferable. Mastery of the following computer and other technical skills and applications is essential: word processing (at least 30 words per minute), museum collections management software, spreadsheets, digital photography and Internet research. Prior cataloging and museum experience preferred. Experience with "Past Perfect" museum software desired. Familiarity with or willingness to learn the natural and cultural history of Park County, Montana, its surroundings and Yellowstone National Park within a reasonable time frame is essential.

CERTIFICATES, LICENSES, REGISTRATIONS:

Employee must be bondable, must maintain a valid driver's license, and must pass a background check.

OTHER SKILLS and ABILITIES: Demonstrated ability to work positively with others, problem-solve, and maintain focus, concentration and productivity throughout the work day. Written and verbal communication skills are essential. Excellent spelling and transcription skills are necessary. Employee shall abstain from buying, selling or collecting any artifact, specimen, or archival materials within the YGM's scope of collection.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand, walk, reach with hands or arms, climb ladders and stairs, balance, stoop, kneel, crouch and crawl, as well as push and pull with some exertion. Daily manual dexterity for keyboarding through an eight hour work day is essential. The

employee is regularly required to sit and use hands to finger, handle and feel. Employee must talk understandably and hear normal voices. The employee must occasionally lift, move and carry up and down four flights of stairs objects of 40 or more pounds.

The employee must be able to wear personal protective equipment such as respirators and protective gloves, as required by supervisor and/or OSHA regulations.

The position requires the following special vision requirements: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus). The employee must be able to read and accurately transcribe information without letter or number confusion or transposition.

IV. ACCOUNTABILITY

This position is directly accountable to the Museum Director, Museum Board, County Commissioners, Citizens of Park County and public at large.

V. CONFIDENTIALITY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable policies and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally accesses information that others might consider inappropriate for this position to access, the person in the position will notify their supervisor of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment

VI. INDEPENDENCE OF ACTION

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems, such as troubleshooting software and system problems. Will work to develop and recommend new processing procedures in response to identifying process inefficiencies, frequent errors, etc. Work objectives and priorities are defined by the Museum Director in conjunction with the Museum Board and Human Resource Manager of Park County.

VII. PERSONAL CONTACTS

This position has contacts with the public, county personnel, elected officials, department heads, and vendors in order to be responsive to questions and inquiries regarding historical and collections related inquiries that are museum related.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting (heated when outside temperatures are cold) and in unheated museum galleries and storage spaces which may be cold in winter. There is no air conditioning. The noise level in the work environment is usually quiet with the most frequent “noise” being ongoing conversations of nearby volunteers and patrons.